

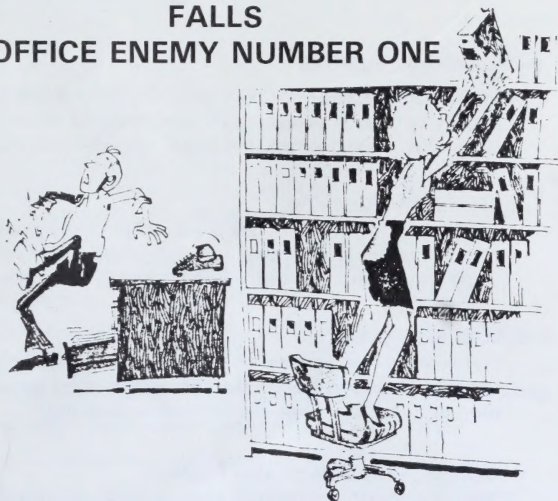


Volume 2 No. 1

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# SPEAKING OF SAFETY

## FALLS OFFICE ENEMY NUMBER ONE



## STRESS A PART OF OUR LIVES (First of a 3 part series)

- 3.5 million Canadians (one out of seven) suffer from severe stress.
- 50% to 80% of diseases are stress-related.
- One out of every 10 Canadians suffers from alcoholism.
- Three to six thousand suicides occur each year in Canada.
- Six million tranquilizers are taken each day in Canada.
- One out of every three marriages ends in divorce.
- One out of every six Canadians is expected to suffer from mental or emotional breakdown during his/her working career.

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Falls claim more victims than any other type of accident. In our department alone, falls accounted for 17% of the total accidents in 1982.

Many office workers have the attitude that the office is a safe place. We often hear comments like, "There are no large machines around here, how can I possibly have an accident?" To be truthful, in an office setting it is the little things that give us the most trouble. Among these trouble makers are chairs, litter, objects in the walkway, telephone and electric cords, open drawers and slippery floors.

Let's look at each problem more closely to see how they affect us in our daily office routine.

**CHAIRS** - Your chair is not a hammock or a scooter, and should never be used as a ladder, especially if it has wheels. If you sit or lean way forward on the edge of your chair you get what is known as the forward flip. The chair dumps you on your face, then comes down on top of you. Then there is the back flip. This happens when you lean too far back in your chair and the next thing you know you are on the floor counting ceiling tiles.

**FLOOR SURFACES** - Wax, spilled coffee, water, or any other substance that makes the floor slippery can cause a painful fall. Always remember the rule - anyone who spills anything should be responsible for cleaning it up immediately. The same goes for picking up pencils and other materials that can cause slips on a hard surface. If this does not happen, the first person to see the hazard should take care of it.

**CORDS AND OUTLETS** - Typewriters, coffee pots, telephones, calculators, copying machines, computer terminals, they all have cords that can trip you up. You should always try to keep them out of the way. When cords must be exposed, they should be fastened or taped to the floor to prevent a nasty fall.

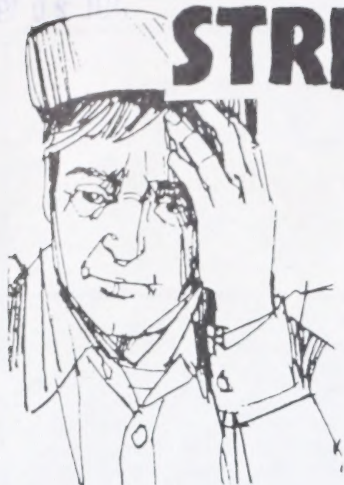
**STAIRS** - If you see a hazard on a stairway, it is your responsibility to clean it up. If stairs are not in good repair, slippery or worn places, report them. Hand rails should be in good repair and should be used at all times.

**LIGHTING** - Saving energy has caused trouble with poor lighting in a number of places such as walkways and stairs, and is often a contributing factor in falls. Poor lighting may also cause visual fatigue which can lead to inattention and carelessness. Some studies have shown that better lighting also increases productivity.

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# STRESS



These are some of the emotional or social consequences of stress. The cost of stress in human, as well as in economic terms, is indeed high.

Stress is generally viewed as an alarm reaction triggered by threat, whether physical or psychological. When you are stressed your body defenses are put into action to prepare you for "fight or flight", in other words, you either fight the source of danger or escape from it. To understand stress we must first recognize that stress is a normal part of life and that some stress is necessary to function effectively in life and allow us to be alert and productive. On one hand, stress is the salt and spice of life, yet on the other, it may be a serious cause of disease - as harmful as injury and germs. If the stress response is set off frequently for long periods of time your mechanism for coping with emergencies may become a normal way of dealing with day-to-day life. If this problem occurs it may have an effect on various parts of your body, increasing the onset of physical and emotional illness - even death.

## SOURCES OF STRESS

When we consider the sources of stress, you must realize that no two human beings react the same way to a given situation. Personality will play an important role in the stress response. Stress does not arise from the environment or the individual alone. It is the result of interaction between the person and the situation.

Sources of stress can be classified as originating in the environment and the individual. Now let us discuss how each factor affects us.

### I. ENVIRONMENTAL FACTORS

#### 1. LIFE CHANGE:

Events that bring about major changes in life, both positive and negative, can produce stress.

#### 2. HASSLES (COMMON PROBLEMS OF LIVING):

It is not only major catastrophies but the small, frequent and continually occurring hassles that may produce chronic stress.

#### 3. WORK STRESS:

The nature of the work place and the character of an occupation can be important sources of stress.

#### 4. FAMILY ATMOSPHERE

Quite often relationships in the family are marked by conflict, lack of understanding, mistrust, and even hostility.

#### 5. NEGLECT OF HEALTH:

When we abuse our bodies with alcohol, caffeine, tobacco, drugs, or do not pay attention to diet and exercise, we are vulnerable to stress.

#### 6. SOCIAL ISOLATION:

We need friends. The chance to love and be loved, and the opportunity to talk and share joys and sorrows with others. In the highly mobile society of today this does not always happen. The result in some cases is stress.

## II. INDIVIDUAL FACTORS

#### 1. THE LENS THROUGH WHICH YOU LOOK AT THE WORLD:

Usually optimistic people cope with stressful situations better than those who are unrealistic, uncertain and those who are depressed.

#### 2. SELF-BLAMERS:

Are you one of the many people who blame themselves when things go wrong? Do you find yourself turning your anger inwards? Such internalized anger is a source of stress.

#### 3. LOW SELF-ESTEEM:

This is a common stressor. A feeling of inferiority, lack of control over your life, and a fear that one does not possess the ability to be responsible for his/her own life.

#### 4. CONFLICTING GOALS AND DESIRES:

Some people have conflicting attitudes towards their jobs, spouses, and life style. Others have a habit of being indecisive because of two desirable options. They have trouble making a decision on which option they want. These conditions of psychological conflict are not only a source of stress but produce frustration.

#### 5. TYPE "A" PERSONALITY:

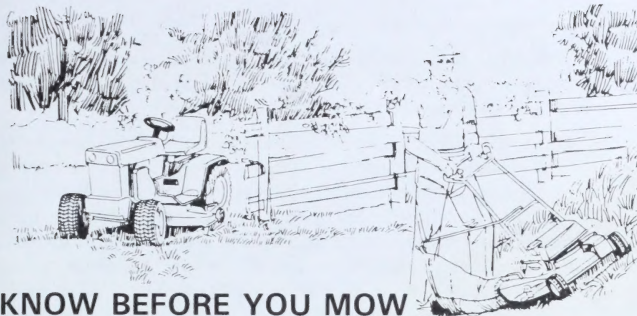
People with this type of personality are involved in a constant struggle to achieve more and more in less and less time. They tend to be workaholics and are hungry for recognition. This type of pattern is a dangerous source of stress which may cause a high rate of coronary heart disease.

#### 5. MIGRAINE PERSONALITY:

Perfectionists, rigid, compulsive and extremely sensitive people usually fit into this category. They seem to drive themselves into a state of exhaustion. They then develop a headache which forces them to relax and rebuild their energy level.

In conclusion, we can see that individual make-up is a crucial factor in the creation of stress. We also recognize that stress is a normal part of life and some stress is necessary to function effectively in life. As one person stated, "Freedom from stress is death! We should not avoid stress, but should learn to master it."





## KNOW BEFORE YOU MOW

The knife-edged blades of your mower can reach speeds up to 200 mph and can project objects with bullet like speed as far as 50 feet. ALWAYS REMEMBER to clear the area of all sticks, stones, toys and all other trash that could be turned into a dangerous missile as a result of contact with the high speed blade. Other accidents are caused by overturns, runovers, falls from extra riders, and improper refueling that may lead to severe burns.

To prevent a serious accident while at work or at home, follow and discuss these common sense safety rules with your co-workers and your family at home.

### RIDING POWER MOWERS

1. No extra riders - operator only.
2. Before starting the engine, take the transmission out of gear and disengage the mower blade clutch.
3. Mow up and down slopes to reduce the chance of tipping.
4. Slow down when turning to avoid rolling over.
5. Always check behind mower before backing up.
6. Stay away from U-Belts, shafts, and other moving parts.
7. Disengage the blade clutch before leaving the seat for any reason at all.
8. Do not refuel while engine is hot or while you are smoking.
9. If you hit something, stop and inspect mower immediately and do not attempt to use again until damage is repaired.
10. Always remember to disengage power to the blades and turn off the motor before leaving the seat. Set the brakes, put the transmission in "park", if your machine has a park. Remember, do not leave the mower on a slope. Always remember to remove the ignition key so no one can start the machine while you are away or working on it.
11. When going up a hill or an incline while working with or loading your riding power mower, you should always remember to back up the incline to prevent the chance of a rollover.

### WALK-BEHIND POWER MOWERS

1. Keep your hands away from the blades. Never reach under the machine while it is running.
2. Disconnect the spark plug wire before sharpening or replacing the blades and cleaning the inside housing.
3. Do not leave your mower while it is running.
4. Mow across the hills and slopes, if you slip your feet are less likely to slide under the mower. Also, the mower cannot roll back on you.
5. Always push, never pull a mower toward you. If you should fall while pulling a mower, it has a greater chance of running over your feet.
6. Wear safety footwear with good soles that will resist punctures and provide good traction to reduce slipping.
7. Avoid refueling while engine is hot or you are smoking.
8. If you own an electric mower you have to be careful not to run over the cord or mow near a sprinkler or where the grass is wet to avoid the possibility of electrical shock. Always remember to disconnect the cord before servicing the machine.

When you are using your mower this summer, follow these common sense rules. Keep in mind common sense safety rules only work when you use them.

## WHEN WILL DADDY BE HOME?

Sounds familiar doesn't it? Probably your children have asked it many times. Tonight it will be asked in thousands of homes across this province, maybe, by your children.

Remember the excitement of his arrival, the loving embrace, a special treat or just the knowledge that for a short time his attention would be devoted to you.

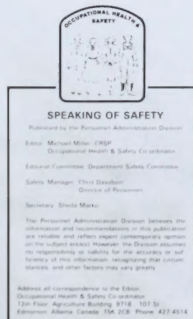
Today - the increase in traffic, pressures created in the work place, the mental attitudes of people all tend to contribute to the decrease in numbers of these happy reunions.

As a result our society is faced with an ever increasing number of pieces of legislation designed to protect us from ourselves or the carelessness of other people. In spite of all this legislation, we continue to take chances that endanger us or people around us.

When we take unnecessary chances we gamble with the lives and safety of others.

Somewhere tonight, a knock on a door will bring the end of this happy homecoming, the world of a carefree, happy youngster will come crashing down when mommy answers: "DADDY WON'T BE COMING HOME ANYMORE"

WILL IT BE IN YOUR HOUSE??







**BEAT  
THE  
HEAT**

It's a busy summer day, the weather is hot and humid. You say to yourself, how will I ever survive the heat? Answer, use common sense to beat the heat.

In many cases the work must continue regardless of the uncomfortable hot weather. Do not try to push yourself beyond your limits. We all know that each of us is different. Heat may affect you in a completely different way from your co-workers.

Following are some common sense ideas to help you and your family to beat the heat whether you're at work or play.

**1. SLOW DOWN:**

Your body has to work harder when temperature and humidity are high. Heed the early warning signs such as headache, heavy sweating, high pulse rate, and shallow breathing. If these happen, don't push yourself, take a break and get to a cooler place.

**2. DRESS FOR HOT WEATHER:**

Lightweight, light-coloured clothing reflects heat and helps maintain your normal body temperature.

**3. DIET:**

Avoid fatty foods and proteins. They produce higher body heat and increase water loss. Remember, eat carbohydrates in hot weather.

**4. DRINK PLENTY OF WATER:**

Always have plenty of drinking water available on site so you won't dry out.

**5. STAY SALTY:**

You should, unless you're on a salt restricted diet, take an extra portion of salt when you have worked up a sweat.

**6. AVOID THERMAL SHOCK:**

Hot humid weather can be hard on you. With proper care your body should gradually adjust over time. Take it easy for the first few days until you get used to the heat.

**7. DON'T GET TOO MUCH SUN:**

Sunburn makes keeping cool much more difficult. Try to wear a hat and a long sleeved shirt to avoid burning.

When you're at work or enjoying your favorite recreational activity the body's cooling system can overload under hot muggy conditions. High temperatures can cause sickness and accident rates to increase. Always stay healthy by adjusting your activities to beat the heat.

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**WALKING AND RUNNING** - Running for the telephone or an elevator is one sure way of having a falling accident. Running should be prohibited in the office.

**FILES AND DESKS** - Look around you right now. How many files and desk drawers do you see protruding? Just about every office has had someone who has suffered a severe injury as a result of falling over an open drawer. Remember, the more open drawers you see, the greater the chance of an accident. If your drawer is now open, you are not using it because you are reading this article, so start your office safety program now, shut that drawer. Wasn't that easier than having an accident?

Remember, your office area is only as safe as you make it.

Remedy the things you can; report the things you can't.

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## **ORDER**

A place is in order when there are no unnecessary things about and when all necessary things are in their proper places.

NO in this sentence means NONE! - NOT ANY! - NOT EVEN ONE!

A program of orderliness - carried out by supervisors and individual employees can bring big reductions in accidents, stores, inventories, and wasted time and energy. Every supervisor should get things in order in his/her work area. Orderliness in any organization will not only cut costs, but will improve the efficiency of operating standards.

What are the benefits of order?

1. Eliminates accidents and fire causes.
2. Prevents wasted energy.
3. Maintains greatest use of precious space.
4. Keeps supply inventory at a minimum.
5. Helps control property damage.
6. Encourages better work habits.
7. Makes the job easier and more pleasant.
8. Saves money.

We must stop assuming that it costs money to keep work sites and offices in order. IT COSTS MONEY NOT TO KEEP THEM IN ORDER.

**I BELIEVE IN  
"SAFETY"  
THAT MAKES ME A  
"WINNER"**